

# Scope Statement Process

## *Concept Development*

Project Manager develops CD Scope Statement from template, using information available. It will include an initial description of the scope of the proposed project deliverable (the asset).

Upon completion of the CD Scope Statement it is reviewed and approved by DPM management. It will be used during the CD Phase.

Project Manager creates PE Scope Statement from template, using information based on the project's purpose and need. It will include an initial description of the scope of the actual project deliverable (the asset) and a detailed description of the scope of work for the designer to execute during the PE Phase. Modifications made to the PE Scope Statement are controlled by the Project Manager.

Upon completion of the PE Scope Statement it is reviewed and approved by appropriate SME's, coordinated by the Project Manager and approved by DPM management. It becomes one of the products of the CD Phase. It is part of the package required to be completed prior to CPSC review and approval to graduate to the next phase. As part of the final PE Scope Statement review and approval, it is important to confirm that the scope as defined will address the original purpose and need.

The approved PE Scope Statement is used to select and negotiate with a design consultant or negotiate with In-House Design for Preliminary Engineering.

## *Preliminary Engineering*

The description of the actual project deliverable is improved with specifics and additional details. The description of the scope of the designer's work will be updated to show the work required for FD. Modifications made to the FD Scope Statement are controlled by the Project Manager.

Upon completion of the FD Scope Statement it is reviewed and approved by appropriate SME's, coordinated by the Project Manager and approved by DPM management. It becomes one of the products of the PE Phase. As part of the FD Scope Statement review and approval, it is important to confirm that the scope as defined will address the original purpose and need.

## *Final Design*

The approved FD Scope Statement is used to negotiate with the PE design consultant for Final Design or to negotiate with In-House Design. NOTE: The intent, when using design consultants, is to use the same design consultant for both PE and FD.

The approved FD Scope Statement is used to create Contract Documents (plans, specifications, etc). Changes made to scope during this phase are to be controlled using the formal change management process.

